

SHOHAIL SHAIKH

Inventory Clerk

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OBJECTIVE

Looking to secure a position at a fast-paced organization where my skills can be fully utilized and aiming to secure an Inventory oriented role where I can utilize my knowledge of Retail inventory operations and data entry to ensure precise stock management and support the company's logistical needs.

PROFESSIONAL EXPERIENCE

Palm Discounts Group – Fujairah, UAE

Inventory Clerk , November 2020 – Present

- Manage incoming and outgoing shipments through warehouse and supermarket.
- Maintain accurate records of inventory, supplier information, purchase orders and pricing reports.
- Performing regular stock checks and reporting any issues to the supervisor
- Maintain utmost discretion when dealing with sensitive topics
- Preparing labels and tag for the shipment.
- Maintain accurate inventory records, utilising industry leading ERP software to properly track and allocate material resources.
- Use Microsoft word and other software tools to create documents and clear communication
- Registered new products and price in ERP software and maintain proper record in Dropbox.
- Processed invoices and payments using accounting software.
- Performed duties in accordance with applicable standards, policies and regulatory guidelines to promote safe working environment.

Reliance Jio Infocomm Limited – Mumbai, India

Assistant Store Manager , September 2017 – February 2020

- Generating sales for various brands. Managing and helping store manager to resolve issues related to store operation..
- Stock management on SAP. Maintain stock inbound & outbound on SAP
- Product pricing and merchandising displays
- Assisted customers with product selection, recommending associated items to increase transaction value.
- Operated cash registers with accuracy and processed cash and card.

EDUCATION

MUMBAI UNIVERSITY – Mumbai, India

HSC-2019

Undergraduate in Commerce

ADDITIONAL SKILLS

- Expert in Microsoft Office, with a focus on Excel
- Frequent with ERP Software